

BINGHAMTON AUXILIARY SERVICES CORPORATION

Board of Directors Meeting

Friday, May 1, 2020 at 1:00 p.m.

***ZOOM instructions/invitation will be made available to participants by contacting Auxserv@binghamton.edu.**

Agenda

1. Call to Order (Parks) and Roll Call (Mead)
2. Public Comment Period (Pursuant to NPC § 605 and Public Officers Law §§ 100–111) (Parks)
3. Board Member Comment Period (Parks)
4. Action Item: Approval of Minutes of February 7, 2020 Regular Meeting (Mead)
5. Action Item: Approval of Quarterly Financial Report (Bennett)
6. Action Item: Approval of 2020-2021 BASC Budget (Bennett)
7. Information Item: Director's Report (Ellison)
8. Adjournment (Parks)

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Public Instructions on Addressing the Binghamton Auxiliary Services Corporation Board of Directors: Members of the public are welcome to address agenda items that come before standing and special meetings of the Board. Comments should pertain to the agenda or Corporation-related matters and not to specific issues that are the subject of collective bargaining, individual grievances or appeals, or litigation. Written comments are also welcome and will be distributed to the members of the Board. The purpose of public comments is to provide information to the Board, and not to evoke an exchange with Board members. Questions that Board members may have resulting from public comments will be referred to appropriate staff for response. In fairness to all speakers who wish to speak, and to allow the Board to hear from as many speakers as possible, while at the same time conducting the public business of their meetings within the time available, the President of the Board will determine and announce reasonable restrictions upon the time for each speaker, and may ask multiple speakers on the same topic to limit their presentations. In most instances, speakers will be limited to no more than three minutes. The totality of time allotted for public comment at the board meeting will be 30 minutes, and speakers will be scheduled for appropriate time in accord with the numbers upon sign up. Speakers are requested to make the best use of the public comment opportunity and to follow the rules established.

BINGHAMTON AUXILIARY SERVICES CORPORATION

Meeting of the Board of Directors: May 1 2020 (via Zoom) – Board Approved 10/2/20

Attending (via Zoom): Heather Parks, Rachel Turner, Cornelia Mead, Tara Lerman, Darcy Fauci, Jesse Wheeler, Harshavardhan Nagireddy, Emma Ross, Deanne Ellison, Janice Bennett.

1. Heather Parks called the meeting to order at 1:03pm and Cornelia Mead called the roll.
2. No public comment period, no one being present.
3. No board member comments
4. Minutes from Feb 7th - moved by Darcy Fauci to approve the minutes as presented from the Feb 7th meeting, seconded by Emma Ross, motion carried.
5. Quarterly financial report was presented by Janice Bennett. She noted we were over-budget this year in legal fees as we did not anticipate the activity in drafting and approving policies. Also the University salary expenses were not reflected yet, but those transactions would be done soon. Moved by Jesse Wheeler, seconded by Rachel Turner to approve the report. Motion carried.
6. 2020-21 Budget: Janice Bennett presented the proposed budget for 2020-2021. She explained that things are uncertain for next year, and some of the items we have budgeted may need to be revised (e.g. revenue from commencement photos - at this point we don't know if we will have any sort of commencement ceremony). The board agreed to leave the budget as proposed and revise as necessary when circumstances change; it's still too early to predict what Fall 2020 will like. Moved by Cornelia Mead, seconded by Darcy Fauci to approve the proposed budget, motion carried.
7. Janice reminded the audit committee that the annual audit will take place over the summer as usual.
8. Director's Report - Deanne Ellison:
 - a. Update on the consultant hired by auxiliary services to help manage large dining projects with facilities - he started working with us in January. This is basically a pass-thru, the BASC has contracted with the consultant, and will be reimbursed from the University, including an administrative fee.
 - b. COVID-19 operations - At Binghamton we haven't been hit as hard as some other SUNY auxiliaries, we're fortunate our employees are state employees spending a portion of their time for BASC. We will certainly see a reduction in revenue for this spring, and many things are still unknown. We are actively working on projections.
 - c. The Counseling in-sourcing project barely got off the ground before the campus was shut down, we will resume at a future date.
 - d. Working with athletics to manage some contracts for them, including the exclusive licensing for athletics trademarks and licensed products. We're optimistic this will get off the ground in the next few months.
 - e. By-laws were approved at the February meeting, and as required we notified the SUNY Controller's office of the changes.
 - f. The next meeting is our Annual Meeting in the Fall. We will approve the calendar of meetings for the year, sign conflict of interest statements, approve board officers, and approve the audit committee report.
9. Motion to adjourn by Darcy Fauci, meeting adjourned at 1:35 pm
Cornelia Mead, Secretary

Approved October 2, 2020 at Annual BASC Board Meeting